

Officer Responsibilities – Detailed

The President

General Responsibilities:

Acts as the public and intra-society point of contact for the PEC
Prepares meeting agendas, presides at all PEC functions (Monthly meetings, Career Days, Awards Banquet, etc.)
Is a member (ex officio) of all committees, except the Nominating Committee
Appoints special committees and chairpersons to all committees
Establishes PEC Goals
Attends Proclamation signings (When available)
Invites guests to the banquet such as a religious leader to give the invocation, political leaders, Engineer of the Year, Doug Ensor Young Engineer.
Speaks at Career Days as mutually agreed-upon with the host organization
Master/mistress of ceremony for the banquet: provides introductions, nominee awards, announcements, thank-you's, etc.
Is second signature authority on PEC bank account(s)

NOTE: To set up meeting times at ODU Peninsula Center Contact:

Sandra JA Brown

Facilities Coordinator, ODU – Peninsula Center

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Meeting Agenda Items and Presidential Activities - Detailed

July

EOY Committee issues invitations to member societies to submit candidates for their respective awards. The EOY Committee may meet at the discretion of the committee Chair.

September (Consider August – EOY nominations due 10-1) - First Full Council Meeting

General familiarization

Selection of remaining Committee Chairs (See heading: 'Committee Posts to be Filled' in Table of Contents.)

Discuss preliminary budget for the fiscal year and how it fits with the potential EOY venues

Review of EOY Committee Activities to date

Remind participating societies that EOY nominations are due by Oct. 1

Update signature authority on checking account i.e. add President's name to signature card

Review Audit Committee Report

October

Finalize venue for the EOY Banquet

Finalize budget for the fiscal year.

Review submissions for EOY

DEA Committee report

Discuss any open issues regarding the dinner arrangements, speaker, etc.

Begin looking for speaker.

Remind: Nominations for DEA due by November 1.

November

Presentations on behalf of EOY nominees by society representatives

Review of voting procedures for EOY for December meeting

Send out society entries from the brochure for updating - to be received by December meeting

The President (continued)

December

Vote for Engineer of the Year
Report of the DEA committee on selection for Council approval Assign responsibility for creation of the Banquet advertisement flier
Remind societies who nominated the EOY and DEA winners to submit photos for production of the flier
Reminder: President or chair of the various societies to re-write or check their entries in the banquet brochure and submit to Brochure chair by December meeting
Check Status of EOY and DEA award plaques etc.
Speaker Selection
Banquet Menu selection for agreement with hotel, and for preparation of tickets, flier and brochure
Receive information for the banquet brochure and flier i.e. bios & photos of nominees, society updates, etc. Includes President's message
Congratulatory letters to the winners of the EOY and DEA (Include invitations to the dinner for themselves and their wives or guests (Sample below for the EOY, and others on the Ops manual CD in the "Letters" file) (As of 01-21-2018 this CD is missing)

January

Dinner invitation letters to Speaker, Minister (invocation), and EOY and DEA runners-up
Gathering of information needed for flier and brochure Status of EOY
Start Career Day preparations - send out or have sent out "Requests for Booths" notifications
Distribution of banquet tickets
Submit banquet brochure material to publisher
Distribution of fliers
Provide signature for award plaques to engraver

February

Check Brochure status
Check on banquet arrangements
Check ticket sales and reporting
Review program for Career Days and banquet (See example below)
Make sure new Doug Ensor Award winner knows he/she will be speaking at Career Days (10-15 minutes max.) Appoint a member of the Council to Chair the Nominating Committee

Engineers Week

February - Second meeting (if needed), Tuesday before banquet if not covered in prior February meeting

Check ticket sales and reports - Summary to be provided to hotel for meal count
Check status of brochure
Any final table arrangements
Report President's guest (free) tickets

Career Days - Thursday and Friday 9:00-Noon

President can be MC of talks as mutually agreed-upon and coordinated with the host organization
Engineer of the Year and/or Doug Ensor Award winner speaks to students as part of program
Societies exhibit and talk to invited high school juniors and seniors

Awards Banquet - Saturday or Sunday of Engineers Week

Social and Dinner followed by awards and speaker, (roughly 6:00 to 9:00 PM if on Saturday, 1:00 to 5:00PM if on Sunday), in the venue dining room

The President (continued)

March

Thank-you letters to Speaker and Minister (Invocation) (See "Presidential Letters" File on CD)
(As of 01-21-2018 this CD is missing)
Critique the awards banquet Critique the Career Days Nominations Committee report
Check inventory of award plaques, medals, etc. for the following year

April

Presentation of the Officer Election
Slate Voting for Officers
Report inventory of awards plaques, medals, etc.
Appoint DEA Committee Chair (per the by-laws)
Decide location for annual Council dinner if possible. (Historically this does not happen until October).
Appoint Audit Committee (Usually 1 or 2 people)
Discuss Site for next year's award banquet
Collect Operations Manual discs for passing to new officers at May meeting

May - Council Dinner Meeting

Council dinner meeting
Formal installation of new officers
Appointment of Chair for EOY
Pass out Operations Manual discs to new chairs

Committee Posts to be filled (Standing Committees from the Bylaws)

Engineer of the Year Nominating, Doug Ensor Award, Banquet Arrangements, Banquet Tickets, Program, Brochure, Corporate Sponsors, Membership, By Laws, and Proclamations. (These committees are noted by an * in the chart below. Those not so noted have been developed over time as useful to the mission of PEC. It should be noted that under Sec. 2 of Article IV of the By Laws: "The President of the Council will establish any other committees needed to accomplish the purpose of this Council."

Note: This list is duplicated in a section below called "Part VI, Committees of the PEC" as part of a general introduction to committee activities

Committee/Activity

*EOY Chair (May) EOY Plaques/Awards
*DEA Chair (May) DEA Plaques/Awards
*Banquet Arrangements Speaker
*Banquet Tickets
*Banquet Program
*Brochure
*Proclamations Flier
Publicity Career Days
Career Days - PEC Coordinator Hospitality
*By Laws
Community Projects (a dormant committee as of 09-17-2017)
School Activities (a dormant committee as of 09-17-2017)
Web Site
Financial Audit Nominating
Corporate Sponsors (a dormant committee as of 09-17-2017)
Membership

Note: Most "committees" consist of one willing person to achieve a limited task. Prime exceptions are the DEA, Audit, and Nominating committees. Details of these tasks are in separate sections below.

The President (continued)

EOY Committee:

Since the Engineer of the Year (EOY) is voted upon by the Council and the rules and guidelines are set, the bulk of the EOY Committee can generally be accomplished by one person. This person should preferably be a past EOY, and should have a back-up in the event he or she is not available for some function of the committee. Usually a separate volunteer can be found to manage the award plaques.

Doug Ensor Award (DEA) (from the by-laws)

Sec. 1. - The 'Doug Ensor Award' shall be given in recognition of an individual's contribution to the profession, significant technical accomplishment(s), and community involvement.

Doug Ensor Award Committee Make-up: The Doug Ensor Award Chairperson is appointed by the President, preferably from previous Doug Ensor Award winners. The committee chairman will, in turn, appoint between three to five committee members, of which at least two shall be past Peninsula Engineer of the Year recipients and the remaining members shall be past Doug Ensor Award recipients. Tenure on the committee should provide year-to-year continuity while protecting against long term domination. The committee chairman may serve no more than three consecutive years. Committee members may serve no more than four years. The term of the committee chairman and each committee member shall be from May 15 to May 14 of the following year.

The current year's recipient of the Doug Ensor Award shall be a member of the committee to select the following year's recipient, and is not counted as an appointed member.

Banquet Committee: The President and Vice President are generally responsible for the banquet arrangements; however, there is a separate chair position for identifying and procuring a venue for the banquet. They normally have several key helpers for larger tasks - such as:

- Tickets - described in detail under its own section below
- Brochure - a magazine style program, described in detail under its own section below
- Proclamations Committee - a large and key component of the Brochure. This committee obtains recognition from local, state and national governments of the contribution of engineers, to the Community.
- Flier - a letter sheet description and advertisement of the banquet for posting at engineering work sites and sent to other venues of interest. Described in its own section below
- Publicity - Newspaper stories, NEW section in local paper, etc. Detailed in its own section below.

Engineering Career Days - a key activity for NEW. Previously an event run by NASA and the PEC, Career Days is now a joint activity between NASA, HII-NNS, Jefferson Lab, and the PEC. Primary organizational responsibility rotates each year between NASA, HII-NNS, and Jefferson Lab. Usually the PEC President, via the Secretary distributes the forms required by NASA for this activity. The hosting organization invites Juniors and Senior high school students from the Peninsula (one morning) and the Southside (second morning) to a suitable venue. The hosting organization also issues invitations to the PEC member societies and other organizations to reserve display space at Career Days. The PEC member societies may display booths and explain their area of endeavor to the students. The PEC President or their designee can provide opening remarks and can act as the Master of Ceremonies if desired and mutually agreed-upon with the host organization.

Financial Audit Committee: The PEC President establishes a Financial Audit Committee each year, to review the Treasurer's records. The committee reviews all the financial records, and submits a report to the Council about their findings. The committee should review the balance sheet, budget, inventory, checkbook, and any other records to verify that the records accurately reflect the financial condition of the PEC. The Council shall approve the PEC President's nominees to the Financial Audit Committee.

The President (Continued)

Nominating Committee: The President appoints a suitable volunteer(s) to lead the effort to put a slate of nominees together by no later than March 1. The Nominating Committee shall not include the President, and shall prepare an electronic listing of candidates which must be submitted to the Secretary by March 15. This listing shall consist of at least one nominee for each office. Where possible, the nominee(s) for the office of President shall have served at least one term of office as an Officer of the Council.

Note: The bylaws state that this committee is not appointed by the President. However, the bylaws do not state who or how this committee should be appointed. This should be changed so that the President DOES appoint this committee, but does not serve on it, as he/she does on any other committee.

Constitution and Bylaws Committee: This is a standing committee, appointed by the President to review and edit any proposed changes to the constitution and bylaws. The head of this committee is unofficially recognized as the Parliamentarian.

Banquet Considerations (Note: This list is repeated for convenience under the Vice President's duties)

The NEW banquet is one of the prime events with which the PEC concerns itself. This is the occasion for the awarding of the PEC selected Engineer of the Year (EOY), the Doug Ensor Award (DEA), and for celebrating the engineering profession.

Under the leadership of the **Vice President and the Banquet Committee Chair but with the involvement and oversight of the President**, this committee is responsible for the preparation and smooth execution of the National Engineers Week Awards Banquet. The PEC and its predecessor has held a NEW banquet since 1970. The PEC Vice President participates and reports on the planning and progress of the plans for the banquet and the following subcommittees. Most of these sub-committees consist of one volunteer.

Banquet Location Selection

The Vice President with the Banquet Location Committee Chair take the lead in finding candidate hotels or other venues for PEC approval; however, no recommendation to the PEC should be made without the President's direct involvement. The candidate venues should be chosen in April or May of the preceding year if possible. This allows the PEC delegates with the most recent experience to review the alternatives and make a recommendation to the PEC membership. The number of facilities on the peninsula that offer nice banquet facilities for 130+ attendees is limited. In the past, we have chosen a hotel such as the Omni, Radisson, Hampton Holliday Inn, Point Plaza Suites, The Embassy Suites Conference Center, the various hotels in Williamsburg, or the Huntington Ingalls - Newport News Shipbuilding banquet facility. The Council is open to other suggestions.

Banquet Hotel Contract

The President with the related committee chair makes the detailed arrangements with the chosen hotel or venue. However, the President should sign the contract for the PEC. If a third party has an agreement with the venue, then the PEC should have a signed contract with the third party. The contract should list everything we expect of the hotel. Including:

- Date, Time, number of meals (minimum), expected cost Audio /Visual arrangement

- Bar, Wine by the Bottle Head Table arrangement

- Table arrangement (8 or 10 seat tables with two color tablecloths, a center piece, etc.) The meal including salad, entree, bread, coffee tea, water, desert

- Times for the bar, wine, and dinner Number of Easels to display proclamations

- Card-stands on each table to hold the "Reserved For xxxx" signs Insure there will be a coat room or coat rack for all guests

- Insure that a noisy party is not scheduled for an adjacent room

- There is usually a deposit required to hold the room for our specific date.

The President (continued)

Head Table

The PEC President decides whether a Head Table on a riser at the front of the banquet hall, will be used. Generally, it is nice to have 8-12 persons at the head table. The head table allows the audience to view the EOY, DEA awardees, and makes for a more formal affair. The alternative is for the President and guests to sit at a normal table that has easy access to the podium/microphone. This option allows the EOY to sit with friends at a society table rather than on a riser. Both options are valid and are a matter of circumstance and personal taste of the President.

General Seating

Open seating is the rule for the banquet except for groups that sell 8-10 or more tickets in blocks. Any group can reserve one table for each block of 8-10 tickets sold.

Ticket Prices

We try to keep ticket prices as low as possible to encourage as many engineers as possible to attend. The Shipyard (HII-NNS) usually buys \$1000 worth of tickets each year, in January. We should inform the Shipyard during the preceding October of an anticipated price change, so a change can be included in their budget, if they are so inclined. The senior most HII-NNS employee of the PEC should make contact with the Community Affairs office and then distribute the HII-NNS tickets, usually to HII-NNS upper management according to that officer's wishes.

Recently, when the EOY banquet has been held at the NNS dining facility, the company has contributed direct financial assistance to defray the dinner catering expenses, in lieu of buying a \$1000 block of tickets. Additionally, NNS engineering divisions have increased their participation and support of the EOY banquets by purchasing tickets for multiple tables for employees.

Free tickets are provided to the Award Recipients, their spouses, the religious leader who leads us in prayer (and spouse if appropriate), the guest speaker and spouse. Other free tickets can be provided by PEC after a vote by the Council, without violating Article V of the By Laws "Financial Affairs and Liabilities"

Invocation

The **President** usually requests the EOY's minister/pastor/priest/rabbi, or religious leader to lead an invocation for dinner. If this is not possible, the **President** must find someone else to lead a prayer of thanksgiving.

Wine by the Bottle

A nice touch is to have the hotel sell a Virginia wine by the bottle or to have the venue provide the wine if funding and ABC laws permit. On average, we buy one bottle per table for the banquet above what the bar would normally take in.

Photographer

We should look for a volunteer from the PEC membership to take photos at the banquet. The photos can be given to each society and to the EOY after the banquet and should also be uploaded to the PEC web site. (If the venue is the HII-NNS facility then photographs are prohibited except for their photographer. The same will be true if the venue is held at NASA, the Jefferson Lab or other classified government facility.)

We should contact the Daily Press prior to the banquet regarding their coverage of the EOY banquet and their requirement for a publishable photo for an article.

The President (continued)

Banners

ASNE started a tradition of displaying the chapter's banner on a wall or easel in the banquet hall in 1997. The venue should be asked permission ahead of time and the other societies given notice if this practice is to continue.

Invited Political Guests

Political guests add prominence to the banquet particularly if they have issued a proclamation in support of engineers and Engineers Week. Political invitations should be extended to political figures that have taken steps to help the engineering profession or Peninsula related industry. It is the President who issues the formal invitation. Such an invitation should include the dignitary's spouse, or other guest.

Banquet Entertainment Committee (see Appendix)

Typical Saturday (or Sunday) Banquet Agenda or Program

The PEC **President** should develop an agenda to cover all the speeches, presentations, meal and cash bar. List all activities.

Each participant and assistant should be advised of their role at least 7 days before the banquet. A typical Banquet Agenda or sequence of events should include:

4:00–5:00 Setup (11:00AM-1:00PM if Sunday)

Test microphones, Set-up Audio Visual equipment

Set-up Proclamations, Hang Banners, if any, and set up any other displays

Set-up Ticket Table

Layout any reserved tables

5:00–6:00 Cash Bar & Reception Line (1:00-2:00PM if Sunday)

6:00–6:05 Welcome by PEC President and invocation - Introduce Invocation traditionally by EOY's Pastor or another cleric. If no cleric is available, the President may say the invocation (1:00-2:05PM if Sunday)

6:05–7:00 Dinner (2:05-3:00PM if Sunday)

7:00 Program (3:00PM if Sunday)

(Note: Times are guidelines, but should be considered maximums)

PEC President -Recognition of previous EOY's, DEA's and Past Presidents, current PEC officers, PEC members. Description of PEC and connection to the NEW. (5 minutes max)
Introduce DEA chairperson (2 minutes max)

DEA committee chairperson introduces the "Doug Ensor Award" (3 minutes) Recognition of Runners-up & Presentation of plaques-(3 minutes each) Introduces Chair of society that proposed DEA winner (1 minute)

Chair of the DEA Winner Nominating Society: Presents and introduces award winner (3 minutes)
PEC President: Presents DEA award to the winner
DEA Winner: Remarks (Option of winner) (3 minutes)

PEC President: Thanks to the DEA committee and chair (1 min.) Introduce EOY chair (2 minutes)

EOY Committee Chair: Introduces "EOY award" (3 minutes) Recognition of runner-up nominees-(3 minutes each) Introduces chair of EOY Nominating Society (1-2 minutes)

Chair of EOY Nominating Society: Presents and introduces the award winner (4 minutes)
PEC President: Presents EOY award to the winner
EOY Winner: Remarks by EOY (Option of winner -strongly encouraged) (5 minutes max)

PEC President: --Thanks to the EOY committee and chair (2 min.)
Introduction of the Vice President (1-2 minutes)

PEC Vice President: Introduce the speaker for the evening (3 minutes) (Approx. 8:45) Keynote
Speaker: 20-30 minutes.

PEC Vice President: Presentation of memento gift to speaker (2 minutes)

PEC President: Closes Formal proceedings with thanks to those not previously thanked:

_____ for the banquet program and flier;
_____ for the EOY award plaques;
_____ for preparing and tracking the tickets;
_____ for obtaining the proclamations; The Huntington Ingalls - Newport News Shipyard for their support;
_____ of the hosting organization for co-ordination and hosting of Career Days

9:15 End (10PM with entertainment) (4:15PM if Sunday)

PEC Career Days hosted by HII-NNS/Jefferson Lab/NASA

Objective

Career Days provides an opportunity for students to interact with engineers, scientists, and technicians. This opportunity may reinforce or broaden a student's career objectives. The organization hosting Career Days determines the arrangements for exhibitors and distributes invitations. The President, via the Secretary or from members associated with running the Career Day activities that attend the PEC meetings, extends the invitation to exhibit to the member societies. This should include sending out the requirements of the host organization for registration and coordination of exhibitors.

Overview

HII-NNS, the Jefferson Lab, and the NASA Langley Research Center together with the PEC hosts a Career Days program for high school students in the Greater Hampton Roads area during National Engineers Week, in February of each year. The program focuses on career information and opportunities for students who have shown potential and are interested in pursuing a career in high technology as an engineer, scientist, technician, or in a related field.

Career Days is held each year typically on the mornings of Thursday and Friday of National Engineers' Week. The lead host organization and venue is determined each year between HII-NNS, NASA, and Jefferson Lab. Approximately 600 high school students (300 per session) can be accommodated. Reservations are required. The PEC President provides opening remarks and can be the MC for opening talks if mutually agreed-upon and coordinated with the host organization. Engineering professionals from HII-NNS, NASA Langley, Jefferson Lab, and PEC engineering societies provide displays of projects and programs, and coordinate activities for student participation. During the interactive session, students have the opportunity to discuss careers and related topics with exhibitors.